



USAID
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NIGERIA

VACANCY ANNOUNCEMENT

No. 2009-002	Date: February 2, 2009	Ref:
Subject:	VOUCHER EXAMINER	
Location:	ABUJA – OFFICE OF FINANCIAL MANAGEMENT	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Voucher Examiner PSC-7*, FP-7*

OPENING DATE: February 2, 2009

CLOSING DATE: February 13, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: *AEFM: US\$33,817.00 p.a. (Starting salary on PF-7)
*AEFM: US\$30,231.00 p.a. (Starting salary on FP-8)

*FSN: N1,926,406.00 p.a. (Starting basic salary on FSN-7 Position Grade)

*FSN: N1,473,520.00 p.a. (Starting basic salary on FSN-6 Position Grade)

In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

NOTE: Successful candidates will begin at FSN-6 depending on experience. Promotion to FSN-7 will be after the completion of one year probationary period and successful performance of duties at the FSN-6 grade level. Recruitment/Position is subject to the availability of funding.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The **USAID/Nigeria in Abuja** is seeking to employ a suitable and qualified candidate for the position of a Voucher Examiner in the Financial Management Office.

BASIC FUNCTION OF THE POSITION:

The incumbent examines a variety of invoices from a variety of sources to ensure conformance with terms of original authorizing documents. These include, but are not limited to vouchers for purchase orders, contracts, travel, shipping documents etc.

A copy of the complete duties and responsibilities is available in the Human Resources Office. Contact (09-461-9323).

Or visit our Mission websites at: <http://www.usaid.gov/ng>

MINIMUM REQUIREMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. University degree in Accounting, Finance, or Business Administration is required.
2. Three years of progressively responsible experience in voucher examining, accounting, or auditing is required.
3. Level IV (Good Working Knowledge) English language (Speaking /Reading) is required.
4. Good knowledge of generally accepted accounting principles with focus on basic principles of accounts payable and accounts receivable is required.
5. Must be able to comprehend detailed technical problems and applying such to the voucher examination process.
6. Must have excellent skills in the use of basic Microsoft office programs, including Word, Excel, Power Point, and Outlook.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. Current employees who are qualified will be given preference.
6. Only successful applicants who meet the minimum requirements will be notified.
7. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
8. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

HOW TO APPLY:

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **A type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities and provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

SUBMIT APPLICATION TO:

The Executive Officer
USAID/Nigeria
7 – 9 Mambilla Street
Off Aso Drive
Maitama
Abuja

POINT OF CONTACT:

Tel: 09-461-9300 ext. 9323

DEFINITIONS:

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a US agency that is under COM authority who do not meet the definition of AEFM above.

CLOSING DATE FOR THIS POSITION IS: FEBRUARY 13, 2009

An Equal Opportunity Employer

Approved:EXO:CDAILEY

Drafted:HR:JUdomi

Cleared:DCONT:VSmith

Cleared:CONT:DCutshall